

ATTACHMENT A1

TECHNOLOGY MATCHING FUND PROGRESS REPORT

Name of Project: Blind Access Project
Fiscal Agent: **Jack Straw Productions**
Attention: Joan Rabinowitz
Address: 4261 Roosevelt Way NE
Seattle, Washington 98105
Phone: (206) 634-0919
Organization: **JACK STRAW PRODUCTIONS**
Project #: PO DAD032004 [D4403-D4CT01]

Date 12/24/03

Invoice #: _____ 1 2 3 4 5 6

Reporting Period: 11/05/03 to 12/19/03 Date of Report 12/24/03

Project Tasks

Please respond in narrative form to each milestone as listed in the agreement. Information such as names of key people, dates that tasks were accomplished, problems that were encountered and success gained is important information. Explain any delays and give new estimated dates of completion.

For each class, technical assistance and public access service milestone, complete the following as appropriate:

of sessions offered: _____ Length of each session: _____

Total Hours of service provided _____

of students registered: _____

Completing training or using services _____

Narrative response: Include example stories about individual learning, class demographics (income, age and ethnicity if available), results, project outcomes and class products, lessons for others who want to do this)

Materials Used: (Such as curriculum, handouts, resource links, promotional flyers. Please attach copies)

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| 1 | Refine equipment list and purchase equipment | 11/10/03 |
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Response: We have reviewed our initial equipment list with input from Jack Straw's technical staff and visually impaired engineer. We have reviewed the equipment/software list with Dancing Dots, the supplier of the accessible workstation. After several discussions resulting in some simple refinements, we have a final list of equipment/software and have submitted an invoice to our supplier. They are in the process of preparing

our workstation, making specific user adjustments and loading software. We have not yet received a delivery date.

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| 2 | Submit first invoice and progress report, along with a list of equipment. | 12/19/03 |
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Attached is an invoice from Dancing Dots with equipment/software detail.

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| 3 | Set up Blind Work Station/Edit room. Label equipment with tags identifying the station as being funded in part by the City of Seattle Technology Matching Fund (These can be provided by the City of Seattle). | 1/26-27/04 Originally due 12/1/03 |
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The Dancing Dots engineer is currently installing and formatting our workstation. He will then ship the computer to us in early January. We are planning for him to bring additional components with him when he comes to Jack Straw to hold training sessions with our staff.

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| 4 | Training sessions for staff | 1/26-27/04 Originally due 12/1/03 |
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We have tentatively scheduled training sessions with visiting engineer for January 26th and 27th. Upon completion of this training, we will have a much better idea of the difficulty of this workstation to use and whether we will require additional time for our staff for their own training. We anticipate on-going use of the workstation by staff so that they became comfortable with it.

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| 5 | Prepare training curriculum and support materials | 2/28/04 Originally due 12/15/03 |
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Gordon Kent will bring training materials with him for his training for our staff. Upon completion of his training, we will review any materials he brings and use them in the development of our own curriculum and support materials. We will focus on curriculum and support material development during February, 03.

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| 6 | Recruit first pilot trainee group (those with production skills) | 2/28/04 Originally due 12/30/03 |
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During January, we will begin to contact former students to notify them of our new workstation and invite students to our pilot training.

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| 7 | Complete first pilot training and evaluation | 3/31/04 Originally due 1/31/04 |
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| 8 | Determine training schedule for January-April | 2/15/04 Originally due 12/15/03 |
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| 9 | Hold an open house to formally launch the facility and market to potential new trainees. | 2/15/04 Originally due |
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| | | 1/15/04 |
| 10 | Update information in the City online directory (www.cityofseattle.net/tech/techmap.htm). | 1/31/04 Originally due 1/15/04 |
| 11 | Submit second progress report and invoice, including marketing materials, summary of evaluation of the first training and copies of the curriculum and training materials. | 2/15/04 |
| 12 | Complete an internal evaluation and revision of materials | 4/15/04 Originally due |
| 13 | Recruit second trainee group (new producers) | 4/15//04 Originally due 2/15/04 |
| 14 | Complete second round of training and evaluation | 4/30/04 |
| 15 | Complete plans for next round of trainings and ongoing use of the blind access station. | 4/30/04 |
| 16 | Submit final invoice, progress report and project evaluation. Include summary evaluation from trainees and trainer(s), copies of revised curriculum and training materials, samples of student audio productions. | 5/15/04 |
| 17 | Conduct post project debriefing with City project manager | 6/15/04 |